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ABSTRACT

This booklet is designed to serve as a resource for students to use in choosing an occupation. The importance of choosing an occupation with care is discussed. Provided next is a checklist that organizes selected clusters of jobs according to broad areas of interest. A chart depicting basic cognitive and perceptual abilities is presented. Included in the next section of the booklet is a self-inventory to help students gain an overall picture of their educational background, patterns of participation in extracurricular school activities, personal data, job experience, hobbies, health, and occupational choice. The types of information needed to determine which occupations offer the greatest opportunities are outlined. Concluding the guide is a brief annotated list of reading materials dealing with occupations. (MN)

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CHOOSING YOUR OCCUPATION

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CHOOSING YOUR OCCUPATION

If work areas of interest to you are not mentioned in this booklet, be sure to make a note of them, either on the next pages or elsewhere.

Look before you leap

Choosing a vocation is serious business. A hasty decision may result in your doing work which you do not like, which you cannot do well, and which makes you unhappy. Yet, out of the nearly 20,000 different kinds of occupations in the United States today, how are you going to decide which are right for you?

To help you help yourself answer that all-important question, the Arkansas Employment Security Division developed the guides and self-inventory contained in this booklet. They are based on the knowledge and experience gained in daily contact through local employment offices with thousands of young people who seek guidance in making their vocational decisions. They take account of employer considerations in hiring people.

Read this booklet carefully. Take your time and weigh all the facts. The future course of your life will depend in large measure upon the wisdom of your vocational choice.

"A job is not just work and pay; what it will lead to 10 years from now is what counts."

How can I find out which occupation is right for me?

There may be many right fields of work for you, and many wrong ones. All of us differ in some respects and all of us are not suited to the same types of work. Most of us, however, have talents and abilities that are applicable to a number of occupations. Your problem is to discover which of those occupations is best for you.

To help yourself make that discovery, one of the first things to consider is your interests. What kind of work interests you most? What would you enjoy doing that you can do, now or in the future? Your answers to these questions hold an important key to your working future.

The checklist on the next two pages may be helpful in deciding which work area or areas hold the most interest for you. Although only a few jobs are represented, those listed will help give you an idea of one way to find out in what broad classifications your interests fall. If you find that you are interested in more than one work area, list them in order of your preference. The list will be important in developing an alternative vocational plan.

Your interest areas may reveal some important facts

Each job group on the next page represents an interest area.

GROUP A indicates that you probably have an interest in mechanical things—that you like to work with your hands and use tools and machinery.

GROUP B indicates an interest in numerical work—a liking for figures and mathematical calculations.

GROUP C represents a few jobs which could be classified as "technical," and usually reflects an interest in work of a scientific or engineering nature.

GROUP D jobs show a preference for working with people—the selling or promotional occupations.

GROUP E jobs are clerical in nature—indicating an interest in office work and business procedures.

GROUP F indicates artistic interest—a liking for creative activities. Dramatic and literary jobs could also be listed in this group.

GROUP G implies an interest in working out of doors on your own.

GROUP H shows a preference for work with words and ideas as well as with people.

If you had to select [illegible] or more of the following jobs, which do you think would be the more interesting? Check as many as you find of interest to you and number them in order of your preference.

GROUP A
Auto Mechanic
Helper in a "Fix-it Shop"
Shop Apprentice

GROUP B
Bookkeeper
Bank Teller
Timekeeper

GROUP C
Surgeon
Analytical Chemist
Drafter

GROUP D
Automobile Salesperson
Sales Clerk
Household Appliance Demonstrator

GROUP E
Stenographer
File Clerk
Calculating-Machine Operator

GROUP F
Musician
Commerical Artist
Wood Carver

GROUP G
Forest Ranger
Truckdriver
Landscape Nursery Worker

GROUP H
Lawyer
Minister
Teacher

Academic learning ability
Ear for music
Ability to recognize and match various forms
Finger dexterity
Ability to comprehend three-dimensional forms
Memory
Coordination of hands and eyes
Clerical ability to see differences and mistakes in written material
Color discrimination
Ability to understand and use words
Ability to solve problems and use figures

What are my aptitudes?

The ability chart on this page lists the abilities that everyone has, but in differing degrees. It will help give you a broad picture of your own abilities and aptitudes, and will indicate your capacity for learning and doing different kinds of work.

Note: The Arkansas Employment Security Division uses aptitude tests to help measure most of the abilities shown in the chart and can help you use this and other information about yourself to decide the best fields of work for you to enter.

What else do I have to offer?

In addition to your interests and general ability, you very likely have many other qualities that relate to vocational choice. Your school courses and grades, hobbies, part-time jobs, sports and extracurricular activities, aptitudes, personal and physical characteristics, and your likes and dislikes offer clues as to what vocation to choose.

You will find that a "self-inventory" helps bring the real you into focus. It is particularly useful if you have decided you want or need a job now. The "self-inventory" form on the next two pages can be used for this purpose, if you wish. After you have summed up its implications, you may want to destroy it or keep it for future reference. In any case, try to be objective. You want the inventory to reflect an accurate picture of yourself.

Self-inventory

EDUCATION

Course studies. _____

School subjects you were best in. _____

_____

School subjects you did least well in. _____

_____

School subjects you enjoyed studing. _____

_____

Why you enjoyed them. _____

_____

School subjects you disliked studing. _____

_____

Why you disliked them. _____

EXTRACURRICULAR SCHOOL ACTIVITIES

List the extracurricular school activities you especially liked to take part in, and the reasons why. _____

_____

_____

PERSONAL DATA

List your outstanding abilities, talents, and strong points

_____

_____

List your weak points. _____

_____

How well do you get along with other people, your parents, friends, teachers, etc? _____

_____

What personal satisfaction would you like to derive from work? _____

_____

What other information do you feel would be of interest to a prospective employer? Why would this interest him?

_____

JOB EXPERIENCE

List jobs that you have held that you enjoyed. _____

_____

What was there about them you liked best? _____

_____

HOBBIES

List the hobbies and leisure activities that you especially like, and the reasons you enjoy them. _____

_____

List any additional ones you think you would like to have and the reasons why. _____

_____

HEALTH

List any physical limitations which may restrict occupational choice. _____

_____

OCCUPATIONAL CHOICE

Considering all of the above information, list the three jobs which you feel at this time would be most interesting to you and which you can do or can learn to do. List them in order of your preference.

1. Name of job. _____
   Why interested? _____
2. Name of job. _____
   Why interested? _____
3. Name of job _____
   Why interested? _____

If you could have your choice of any job, which one would you choose? _____

Why? _____

List a few of your personal ambitions and tell why you want to achieve them.

_____

_____

How can I find out what occupations offer the greatest opportunities?

There is more to the question of opportunity than meets the eye, for the world of work is always subject to change. New inventions, new enterprises and new industries are entering the picture constantly and then new jobs spring up or jobs change. Think of all the jobs that have come about as a result of the development of the aircraft, automobile, chemical, and electronics industries.

On the other hand, while industrial development creates new kinds of jobs, it may cause others to die out. As a result, some skills needed today may become obsolete, even within the span of your working life. So in order to make a wise occupational choice, you should examine the question of opportunity from all sides.

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You should know

The immediate and future prospects of employment in the occupations which interest you and which you are capable of learning.
The educational and other requirements for beginners.
The kind of additional training needed and where you can get it.
The range of salaries or wages.
The general job setting.
The opportunities for advancement.
Where employment opportunities exist, in your local area and elsewhere.

For this information you can get help—
from a number of places and people in your community. A visit to the nearest Arkansas Employment Security Division office should be at the top of the list in your fact-finding search. There you will find reading materials about a great variety of occupations.* In addition, an employment specialist will explore opportunities with you and help you relate them to your aptitudes, interests and needs. The time to start gathering these facts is now.

Other People and Places That Are Worthwhile Sources of Occupational Information Include:

The School Counselor
Local Labor Organizations

Visits to Places of Work
Vocational School Classes
Chamber of Commerce—Men's and Women's Service Clubs
Business, Industrial and Professional Men and Women
School and Public Libraries
Friends and Relatives

Will additional education and training help in finding work?

You will find that many beginning jobs in a number of vocational fields require a high school education. Some require high school plus some vocational or technical training; others require a general college degree, while still others require both college and graduate degrees. That is why it is important to know the general direction toward which you wish to aim in life.

Would summer or part-time job experience help?

Any work experience may be helpful to you later. Besides providing basic training and a way to earn money, summer or part-time work also offers the opportunity to try out your interests and aptitudes, to learn working conditions and to ease the transition from school to a full-time job.

Do I need an alternative vocational plan?

Yes. Many known as well as unforeseen factors can influence vocational plans and make a change in plans feasible. A second and third check of your work interests, education, training, job experience and other personal data will help guide you to an alternative plan.

Some occupations for high school graduates where there is a demand for more workers:

Drafting
Tool and Die Making
Mechanical Repair
Skilled Construction Workers
Offset Press Operator
Auto Body Repair
Repairing Appliances & Equipment
Electronic Trainee
Engineering Aids
Stenography
Typing
Beauty Operators
Hospital Attendants
Sales Clerks
Sewing Machine Operators

Some examples of occupational fields for college graduates where there is a demand for more workers:

Engineering
Science
Mathematics
Medicine
Ecology Conservation
Recreation Worker
Laboratory Work
Nursing
Library Work
Social Welfare
Phamaceutical Research
Home Economics

REMEMBER...

Study many occupations before choosing one.
Then study many aspects of that occupation.
Consider where the job will lead, not just what it will pay at the start.
Get the necessary training for the vocation you choose—at night along with a job, if necessary.

Reading materials on occupations

Here are a few suggestions for obtaining additional information about occupations. These and other interesting books and publications about occupations are available for study at Arkansas Employment Security Division offices, and at school and local libraries, but if you wish, you can purchase your own copies from the Government Printing Office, Washington, D. C. 20402.

"Job Guide for Young Workers." This bookle: gives highlight information on 150 entry jobs frequently held by young beginners entering the labor market from high school. For each type of job, information is provided on employment prospects, qualifications for jobs and usual duties, opportunities for advancement, how and where jobs are obtained, and characteristics of jobs.

"Occupational Outlook Handbook." This book gives the education and training requirements, wages, working conditions, and employment outlook for more professional jobs.

Be sure to read–

After choosing an occupation, you will want to know how to get a job in that field. In that case, the pamphlet, "Look Your Best," will help. If you do not find it at your school or public libraries, the nearest Arkansas Employment Security Division office may be able to supply you with a copy at no charge.

SUMMING UP

By now, if you have followed the guidelines suggested in the preceding pages, you should have some general ideas about how to approach a vocational choice. You will have developed the following information...

WHAT...
vocations interest you, and which one interests you most.
if any, additional training is needed to qualify.
to expect in salaries and opportunities for advancement.

WHOM...
to see for additional career information.

HOW...
to relate education, previous job experience, school and extracurricular activities and other personal data to the vocations that interest you.

HOW...
to seek your nearest Arkansas Employment Division office. That will be when...
You are looking for summer or part-time work.
You are looking for a full-time job.
You are undecided about vocational choice and need further help.

You now have explored some facts about yourself that will help you in Choosing an Occupation.

A reminder

If you are now, or soon will be, looking for a job and need further help in choosing an occupation, go to the nearest Arkansas Employment Security Division office. Job placement, counseling, aptitude and proficiency tests are provided without charge.

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